

Providing Our Workforce Essential Recognition Manual

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Providing Our Workforce Essential Recognition Manual

1. Introduction

Providing Our Workforce Essential Recognition (POWER) supplemental payments are available to Georgia's Early Care and Education (ECE) professionals working in Georgia Department of Early Care and Learning (DECAL) licensed childcare programs, Department of Defense (DOD) Programs, Early Head Start and Head Start programs, or Georgia's Pre-K lead and assistant teachers in public schools. The POWER Payment is intended to support ECE professionals working directly with children and their families.

1.1 POWER Timeline

- 2022 Payment 1 Application Period: January 18 – February 18, 2022
- 2022 Payment 2 Application Period: June 1 – July 1, 2022

Payments to eligible individuals will be made on a rolling basis after the application period ends and the POWER team begins processing applications.

2. Eligibility Requirements

Applicants must be a United States citizen, legal permanent resident of the United States, or a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien registration number issued by the Department of Homeland Security or other federal immigration agency. A program must be open and serving children at the time of applying for payment. Employees of a program experiencing a temporary closure due to COVID-19 or a facility issue (i.e., water damage) are eligible.

To be eligible for the first POWER Payment of 2022, ECE professionals must meet the following criteria:

- Must be employed on or before December 1, 2021, must have maintained continuous employment since that time, and must still be employed at the time of application.
- Must work on site at an eligible program at least 20 hours per week.
- Must have a GaPDS number.
- Employees are eligible for one payment regardless of how many programs they work for.
- Corporate or district level staff working in a central office are not eligible.
- Volunteer workers, practicums, substitute assignments, and internships do not qualify.
- Contractors who work for a staffing service and are not direct employees of the program are not eligible.

Examples of Eligible Positions

- Family Child Care Learning Home Provider
- Family Child Care Learning Home Teacher or Aide
- Child Care Center Teacher
- Child Care Center Assistant Teacher
- Child Care Center Director
- Child Care Center Assistant Director
- Child Care Center Cook/Nutrition Staff

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- Child Care Center Bus Driver
- Child Care Center Floater (this may include office/clerical staff who work in the classroom providing breaks to staff)
- Child Care Center Custodian/Janitorial Staff directly employed by the program
- Child Care Center Family Service/Transition Coach Staff Working Directly with Families
- Early Head Start/Head Start Lead Teacher
- Early Head Start/Head Start Assistant Teacher
- Early Head Start/Head Start Center Director
- Early Head Start/Head Start Center Assistant Director
- Early Head Start/Head Start Home-Based Visitation Direct Service Staff
- Early Head Start/Head Start Family and Community Engagement Direct Service Staff
- Georgia's Pre-K Lead Teacher (private or public)
- Georgia's Pre-K Assistant Teacher (private or public)

Eligible Programs

To be eligible for the payment, ECE professionals must work in one of the following eligible programs:

- A Georgia childcare center program licensed by DECAL or DOD
- An exempt Georgia Head Start or Early Head Start program
- Georgia's Pre-K Program provider (private or public)

3. Application Process

Providers must apply on behalf of their staff through DECAL KOALA. It is strongly recommended that providers complete the application on a computer or tablet and use Chrome or Microsoft Edge for their browser as Internet Explorer (IE) is no longer supported and may interfere with access. The application is not accessible from a cell phone.

Please note, the application process outlined in this document does not apply to payments for Georgia's Pre-K Program Lead and Assistant Teachers who are employed by a local school system. DECAL will pay the funds directly to the school system for Georgia's Pre-K Lead and Assistant Teachers employed by the school system.

3.1 Process for New Employee Applications

Providers who did not submit POWER applications in 2021 or those with new employees will complete a full application through DECAL KOALA for each eligible new employee. Providers who submitted an application in 2021 and who have employees who received a previous POWER payment should refer to **Section 3.2** for information on how to apply for these individuals.

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1. Upon logging into DECAL KOALA, the “+ POWER: Providing Our Workforce Essential Recognition Supplemental Payments Application” button displays for all eligible programs.

The screenshot shows the DECAL KOALA dashboard for user CCLC-32927 | Amanda Brown. The dashboard includes a navigation bar with links like Facility Update, License Fee, Enforcement Actions, etc. The main section is titled "A High Quality Child Care Program" and shows a "Stable Application Status" of "Approved". Below this, the "POWER Application" section is highlighted with a yellow background. It contains text about POWER Supplemental Payments and a green button labeled "+ POWER - Providing Our Workforce Essential Recognition Supplemental Payments Application". A red arrow points to this button.

2. Review the application important dates, eligibility requirements, and instructions.

This screenshot is similar to the first one, but the red arrow points to the "POWER Application" section header. The text in this section describes the eligibility for POWER Supplemental Payments and states that applications must be submitted by 6:00 p.m. on Feb 18, 2022. The green button for the application is also visible at the bottom of the section.

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DECAL KOALA Kids Online Administrative Licensing Application

CCLC-32927 | Amanda Brown

Facility Update License Fee Enforcement Actions Manage POI Notices License Certificate Background Check Required Reporting Apply for Exemption Emails

A High Quality Child Care Program

CCLC-32927

Stable Application Status

Stable Status:	Date Submitted:	Payment Status:
Approved	10/18/2021	

POWER Application

POWER Supplemental Payments are available to Georgia's early care and education (ECE) professionals working in Georgia Department of Early Care and Learning (DECAL) licensed child care programs, Department of Defense (DOD) programs, Early Head Start and Head Start programs, or Georgia's Pre-K lead and assistant teachers in public schools. POWER Payments are intended to support ECE professionals working directly with children and their families.

Each eligible program must submit an application and submit required information for each staff member/employee for individuals to be eligible.

Applications **must be** submitted by 6:00 p.m. on Feb 18, 2022.

POWER - Providing Our Workforce Essential Recognition Supplemental Payments Application

3. Providers will have the ability to set up a Secure Key to access the application. This optional feature is designed to enhance security of information contained in the POWER application. See **Appendix A** for more information on the Secure Key feature.

A High Quality Child Care Program

CCLC-32927

Eligible programs can start the process to apply by entering their staff/employee rosters.

From Dec 17, 2021 eligible programs will be able to apply by completing the program application and providing the required information for each eligible staff member/employee. Programs must provide all required information and documentation in order for individual staff members/employees to receive payments.

Who is eligible to receive the \$1,000 workforce bonus?

The Early Childhood Professionals Bonus is available to Georgia's early care and education (ECE) professionals working in Georgia Department of Early Care and Learning (DECAL) licensed child care programs, Department of Defense (DOD) programs, Early Head Start and Head Start programs, or Georgia's Pre-K lead and assistant teachers in public schools. The bonus is intended to support ECE professionals working directly with children and their families.

Please refer to this link for application instructions. This application can be saved before being submitted, so please be sure to complete all relevant sections in accordance with the directions.

Examples of eligible positions include:

<ul style="list-style-type: none">Child Care Center Assistant TeacherChild Care Center Assistant DirectorChild Care Center Bus DriverChild Care Center Cook/Nutrition StaffChild Care Center Custodian/Janitorial StaffChild Care Center DirectorChild Care Center Family Service/Transition Coach Staff Working Directly with Families	<ul style="list-style-type: none">Child Care Center FloaterChild Care Center TeacherEarly Head Start/Head Start Assistant TeacherEarly Head Start/Head Start DirectorsEarly Head Start/Head Start Family and Community Engagement Direct Service StaffEarly Head Start/Head Start Home-Based Visitation Direct Service Staff	<ul style="list-style-type: none">Early Head Start/Head Start Lead TeacherFamily Child Care Learning Home ProviderFamily Child Care Learning Home Teacher or AideGeorgia's Pre-K Assistant Teacher (private or public)Georgia's Pre-K Lead Teacher (private or public)
---	---	--

This program must be open and serving children at the time of applying for the bonus. Employees of a program experiencing a temporary closure due to COVID or a facility issue (i.e. water damage) are eligible.

Add Secure Key for Decal Koala

If you would like to add an additional level of security to the POWER Employee Applications please select 'Add Secure Key for Decal Koala'

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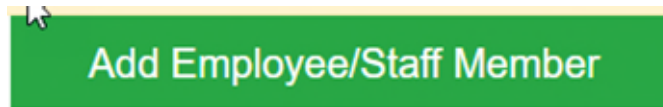
- Review the list of employee records prepopulated into the application. The employee list will include employees with a satisfactory Criminal Records Check (CRC) by December 1, 2021.

Showing 1 to 6 of 6 entries

[Add Employee/Staff Member](#) Search:

Employee #	Employee Name	GAPDS #	Hire Date	POWER Status	Affidavit	Remove	Doesn't Meet Criteria
EMP-71970	Sally Sue	133991	Mar 05, 2021	Incomplete			
EMP-71983	Sally Spring	88646	Oct 02, 2015	Incomplete			
EMP-71969	Matty Patty	85528	Dec 28, 2020	Incomplete			
EMP-187261	Debbie Director	33333	Feb 06, 2019	Incomplete			
EMP-71962	Carla Cook	97918	Oct 08, 2018	Incomplete			

- If an employee record does not populate but the employee had a valid CRC on file on or before December 1, 2021, select “Add Employee/Staff Member” and follow the screen prompts to add the employee.



- A list of valid CRCs on file for the program will appear. Select the employee to add. If employer is a DOD or GAHS/GAEHS program, select “Add Employee/Staff Member.” A blank screen will appear; enter the employee’s information.

Select Employees

Select all the employees that you want to add for this POWER application. If someone is not listed, confirm that they have a completed background check application.


[Add to POWER Application](#) [Cancel](#)

Select	Name	Date of Birth
<input type="checkbox"/>	Betty Boop	Jan 01, 1960

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POWER - Add Employee

Contact Information

First Name Last Name Suffix Date of Birth 

SSN GaPDS # Phone Email


Employment Information

Hire Date  Hourly Salary \$

Employed at least 20 hours per week:
☐ Yes
☐ No

Employee Role

Mailing Address

Address 

Address 2

City State Zip


Upload Documents

Example of a Completed Employee Record

POWER - Employee Detail

EMP-71962 Employee Status: Incomplete

Contact Information

First Name Last Name Suffix Date of Birth 

SSN GaPDS # Phone Email


Employment Information

Hire Date Hourly Salary \$

Employed at least 20 hours per week:
☒ Yes
☐ No

Employee Role

Mailing Address

Address 

Address 2

City State Zip

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- To delete employees who are no longer employed at the facility or are no longer eligible, click the Red Trash Can next to their information. A dropdown menu will appear; select a "Criteria Not Met Reason."

Showing 1 to 6 of 6 entries

Add Employee/Staff Member

Search:

Employee #	Employee Name	GAPDS #	Hire Date	POWER Status	Affidavit	Remove	Doesn't Meet Criteria
EMP-71970	Sally Sue	133991	Mar 05, 2021	Incomplete			
EMP-71963	Sally Spring	86646	Oct 02, 2015	Incomplete			
EMP-71969	Matty Patty	85528	Dec 28, 2020	Incomplete			
EMP-187261	Debbie Director	33333	Feb 06, 2019	Incomplete			
EMP-71962	Carla Cook	97918	Oct 08, 2018	Incomplete			

Criteria Not Met Reasons

Select-->

- Select-->
- CRC Determination letter not valid
- Hire Date - Employed after 12/01/2021
- Hours - Not employed 20 or more hours
- No longer employed/move to another location
- Role Change/Role - Ineligible
- Work Authorization Expired

- After updating the Employee List, complete an individual application for each employee. This can be done by clicking on the Folder Icon next to the employee's name.

Employee #	Employee Name	GAPDS #	Hire Date	POWER Status	Affidavit	Remove	Doesn't Meet Criteria
EMP-71970	Sally Sue	133991	Mar 05, 2021	Incomplete			

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9. Verify the employee's name, address, SSN, GaPDS number, and employment information. If this information is not accurate, the POWER application review may be delayed.

POWER - Employee Detail

EMP-71962 Employee Status: Incomplete

Contact Information

First Name Carla	Last Name Cook	Suffix Select-->	Date of Birth 01/01/2000
SSN XXX-XX-XXXX	GaPDS # 97918	Phone (444) 444-4444	Email Carl.CookTest@gmail.com

Employment Information	Mailing Address
Hire Date Oct 08, 2018	Address 2 Martin Luther king dr.
Hourly Salary \$ 0.00	Address 2
Employed at least 20 hours per week: <input checked="" type="radio"/> Yes <input type="radio"/> No	City Atlanta
Employee Role Child Care Center Director	State Georgia
	Zip 30334

10. Upload all required documents.

Upload Documents

Required Documents:

- 1. Verification of lawful presence and employment verification form
- 2. Supporting documentation for verification (secure and verifiable document)
- 3. Supporting documentation for employment (copy paystub etc...)

[Upload Document](#)

[Print Affidavit](#) [Save](#) [Mark as Complete](#) [Cancel](#)

- a. Notarized *Verification of Lawful Presence and Employment* form: This form can be accessed in the employee's POWER application record. The form should be printed for each employee. Employees must then complete, sign, and have the form notarized. See **Appendix B** for more details on the *Verification of Lawful Presence* form.

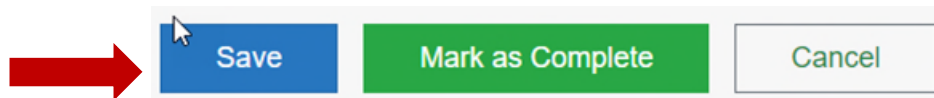
Important Note Regarding Minors: In some cases, employees as young as 16 years old may be eligible for a POWER payment. Employees under the age of 18 should complete an *Employment Verification for Minors Form*. See **Appendix C** or email supplementalpayments@dec.al.ga.gov for a copy of the form.

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- b. *Supporting Documentation for Affidavit Verification:* Upload the appropriate lawful presence verification documentation, such as a Driver's License for U.S. citizens. Qualified aliens or non-immigrants should provide appropriate documentation as explained in **Appendix B**.
- c. *Supporting Documentation of Employment:* Upload a paystub or other wage verification documentation as outlined in **Appendix D**.

Important Note Regarding Continuous Employment: Employees who have ended employment at a POWER eligible program and have begun employment at a different POWER eligible program may be eligible to receive a POWER payment if the employee had a break in service less than 14 calendar days between employers. For these employees, complete the *Continuous Employment Form*, available in **Appendix E** or by contacting supplementalpayments@dec.al.ga.gov. For these individuals, upload a copy of both their last paystub from their previous employer and their first paystub from the current employer.

11. After uploading all required documentation, select "Save" to ensure the system has captured all information.



12. Repeat steps 8 – 11 for each eligible employee.
13. After completing applications for all employees, scroll to the bottom of the page and update the "Number of Staff Applying for POWER Payment" section.

Employee #	Employee Name	GAPDS #	Hire Date	POWER Status	Remove	Doesn't Meet Criteria
EMP-187261	Debbie Director	33333	Feb 06,2019	Complete		
EMP-71960		86712	Oct 03,2011	Incomplete		CRC Determination letter not valid
EMP-71962	Carla Cook	97918	Oct 08,2018	Incomplete		No longer employed/move to another location
EMP-71963	Sally Spring	86646	Oct 02,2015	Incomplete		Role Change/Role – Ineligible
EMP-71969	Matty Patty	85528	Dec 28,2020	Incomplete		Work Authorization Expired
EMP-71970	Sally Sue	133991	Mar 05,2021	Complete		

1

Application Information

Number of staff applying for Power Payment

2

Save

Cancel

Continue to Submit

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14. Select “Continue to Submit” and follow the prompts.

	Employee #	Employee Name	GAPDS #	Hire Date	POWER Status	Affidavit	Remove	Doesn't Meet Criteria
	EMP-187261	Debbie Director	33333	Feb 06, 2019	Complete			
	EMP-71960		86712	Oct 03, 2011	Incomplete			CRC Determination letter not valid
	EMP-71962	Carla Cook	97918	Oct 08, 2018	Incomplete			No longer employed/move to another location
	EMP-71963	Sally Spring	86646	Oct 02, 2015	Incomplete			Role Change/Role – Ineligible
	EMP-71969	Matty Patty	85528	Dec 28, 2020	Incomplete			Work Authorization Expired
	EMP-71970	Sally Sue	133991	Mar 05, 2021	Complete			

1

Application Information

Number of staff applying for Power Payment

2

Save

Cancel

Continue to Submit

3.2 Process for Returning Applicants

Employers who submitted a POWER application in 2021 and have employees who are eligible for another payment should complete the application as outlined below. For new employees who did not receive a POWER payment in 2021, please refer to **Section 3.1** for information on how to complete the application for these individuals.

1. Upon logging into DECAL KOALA, the “+ POWER: Providing Our Workforce Essential Recognition Supplemental Payments Application” button displays for all eligible programs.



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2. Review the application important dates, eligibility requirements, and instructions.

DECAL KOALA Kids Online Administrative Licensing Application

CCLC-32927 | Amanda Brown

Facility Update License Fee Enforcement Actions Manage POI Notices License Certificate Background Check Required Reporting Apply for Exemption Emails

A High Quality Child Care Program CCLC-32927

Stable Application Status

Stable Status: Approved Date Submitted: 10/18/2021 Payment Status:

POWER Application

POWER Supplemental Payments are available to Georgia's early care and education (ECE) professionals working in Georgia Department of Early Care and Learning (DECAL) licensed child care programs, Department of Defense (DOD) programs, Early Head Start and Head Start programs, or Georgia's Pre-K lead and assistant teachers in public schools. POWER Payments are intended to support ECE professionals working directly with children and their families.

Each eligible program must submit an application and submit required information for each staff member/employee for individuals to be eligible.

Applications **must be submitted** by 6:00 p.m. on Feb 18, 2022.

POWER - Providing Our Workforce Essential Recognition Supplemental Payments Application

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A High Quality Child Care Program CCLC-32927

Eligible programs can start the process to apply by entering their staff/employee rosters.

From Dec 17, 2021 eligible programs will be able to apply by completing the program application and providing the required information for each eligible staff member/employee. Programs must provide all required information and documentation in order for individual staff members/employees to receive payments.

Who is eligible to receive the \$1,000 workforce bonus?
The Early Childhood Professionals Bonus is available to Georgia's early care and education (ECE) professionals working in Georgia Department of Early Care and Learning (DECAL) licensed child care programs, Department of Defense (DOD) programs, Early Head Start and Head Start programs, or Georgia's Pre-K lead and assistant teachers in public schools. The bonus is intended to support ECE professionals working directly with children and their families.

[Please refer to this link for application instructions.](#) This application can be saved before being submitted, so please be sure to complete all relevant sections in accordance with the directions.

Examples of eligible positions include:

- Child Care Center Assistant Teacher
- Child Care Center Assistant Director
- Child Care Center Bus Driver
- Child Care Center Cook/Nutrition Staff
- Child Care Center Custodian/Janitorial Staff
- Child Care Center Director
- Child Care Center Family Service/Transition Coach Staff Working Directly with Families
- Child Care Center Floater
- Child Care Center Teacher
- Early Head Start/Head Start Assistant Teacher
- Early Head Start/Head Start Directors
- Early Head Start/Head Start Family and Community Engagement Direct Service Staff
- Early Head Start/Head Start Home-Based Visitation Direct Service Staff
- Early Head Start/Head Start Lead Teacher
- Family Child Care Learning Home Provider
- Family Child Care Learning Home Teacher or Aide
- Georgia's Pre-K Assistant Teacher (private or public)
- Georgia's Pre-K Lead Teacher (private or public)

This program must be open and serving children at the time of applying for the bonus. Employees of a program experiencing a temporary closure due to COVID or a facility issue (i.e water damage) are eligible.

Add Secure Key for Decal Koala

If you would like to add an additional level of security to the POWER Employee Applications please select 'Add Secure Key for Decal Koala'

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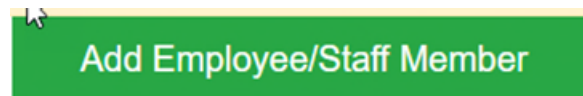
- Review the list of employee records prepopulated into the application. The employee list will include employees with a satisfactory Criminal Records Check (CRC) by December 1, 2021.

Showing 1 to 6 of 6 entries

[Add Employee/Staff Member](#) Search:

	Employee #	Employee Name	GAPDS #	Hire Date	POWER Status	Affidavit	Remove	Doesn't Meet Criteria
	EMP-71970	Sally Sue	133991	Mar 05, 2021	Incomplete			
	EMP-71983	Sally Spring	88646	Oct 02, 2015	Incomplete			
	EMP-71969	Matty Patty	85528	Dec 28, 2020	Incomplete			
	EMP-187261	Debbie Director	33333	Feb 06, 2019	Incomplete			
	EMP-71962	Carla Cook	97918	Oct 08, 2018	Incomplete			

- If an employee record does not populate but the employee had a valid CRC on file on or before December 1, 2021, select "Add Employee/Staff Member."



- A list of valid CRCs on file for the program will appear. Select the employee to add. If the program is a DOD or GAHS/GAEHS Program, select "Add Employee/Staff Member." A blank screen will appear; enter all the employee's information.

Select Employees

Select all the employees that you want to add for this POWER application. If someone is not listed, confirm that they have a completed background check application.

[Add to POWER Application](#) [Cancel](#)

Select	Name	Date of Birth
<input type="checkbox"/>	Betty Boop	Jan 01, 1960

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POWER - Add Employee

Contact Information			
First Name	Last Name	Suffix	Date of Birth
<input type="text"/>	<input type="text"/>	Select-->	mm/dd/yyyy
SSN	GaPDS #	Phone	Email
<input type="text"/>	<input type="text"/>	(xxx) xxx-xxxx	<input type="text"/>

Employment Information	Mailing Address		
Hire Date	Address		
mm/dd/yyyy	<input type="text"/>		
Hourly Salary	Address 2		
\$ <input type="text"/>	<input type="text"/>		
Employed at least 20 hours per week:	City	State	Zip
<input type="radio"/> Yes	Select-->	Select-->	<input type="text"/>
<input type="radio"/> No			
Employee Role			
Select-->			

Upload Documents

Example of a Completed Employee Record

POWER - Employee Detail

EMP-71962

Employee Status: Incomplete

Contact Information			
First Name	Last Name	Suffix	Date of Birth
Carla	Cook	Select-->	01/01/2000
SSN	GaPDS #	Phone	Email
XXX-XX-	97918	(444) 444-4444	Carl.CookTest@gmail.com

Employment Information	Mailing Address		
Hire Date	Address		
Oct 08, 2018	2 Martin Luther king dr,		
Hourly Salary	Address 2		
\$ 0.00	<input type="text"/>		
Employed at least 20 hours per week:	City	State	Zip
<input checked="" type="radio"/> Yes	Atlanta	Georgia	30334
<input type="radio"/> No			
Employee Role			
Child Care Center Director			

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- To delete employees who are no longer employed at the facility or are no longer eligible, click the Red Trash Can next to their information. A dropdown menu will appear; select the appropriate "Criteria Not Met Reason."

Showing 1 to 6 of 6 entries

Add Employee/Staff Member

Search:

Employee #	Employee Name	GAPDS #	Hire Date	POWER Status	Affidavit	Remove	Doesn't Meet Criteria
EMP-71970	Sally Sue	133991	Mar 05, 2021	Incomplete			
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EMP-71969	Matty Patty	85528	Dec 28, 2020	Incomplete			
EMP-187261	Debbie Director	33333	Feb 06, 2019	Incomplete			
EMP-71962	Carla Cook	97918	Oct 08, 2018	Incomplete			

Criteria Not Met Reasons

Select-->

- Select-->
- CRC Determination letter not valid
- Hire Date - Employed after 12/01/2021
- Hours - Not employed 20 or more hours
- No longer employed/move to another location
- Role Change/Role - Ineligible
- Work Authorization Expired

- After updating the Employee List, complete an individual application for each employee. This can be done by clicking on the Folder Icon next to the employee's name.

→

Employee #	Employee Name	GAPDS #	Hire Date	POWER Status	Affidavit	Remove	Doesn't Meet Criteria
EMP-71970	Sally Sue	133991	Mar 05, 2021	Incomplete			

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9. Verify the employee's name, address, SSN, GaPDS number, and employment information. If this information is not accurate, the POWER application review may be delayed.

POWER - Employee Detail

EMP-71962 Employee Status: Incomplete

Contact Information

First Name

Carla

Last Name

Cook

Suffix

Select-->

Date of Birth

01/01/2000

SSN

XXX-XX-XXXX

GaPDS #

97918

Phone

(444) 444-4444

Email

Carl.CookTest@gmail.com

Employment Information

Hire Date

Oct 08, 2018

Hourly Salary

\$ 0.00

Employed at least 20 hours per week:

☒ Yes
☐ No

Employee Role

Child Care Center Director

Mailing Address

Address

2 Martin Luther king dr,

Address 2

City

Atlanta

State

Georgia

Zip

30334

10. Upload *Supporting Documentation of Employment* in the form of a paystub or other wage verification documentation as outlined in **Appendix D**. Employers are not required to submit a new *Verification of Lawful Presence* form or to provide *Supporting Documentation for Affidavit Verification* for employees who received a POWER payment in 2021.

Upload Documents

Required Documents:

- 3. Supporting documentation for employment (copy paystub etc...)

Upload Document

Print Affidavit

Save

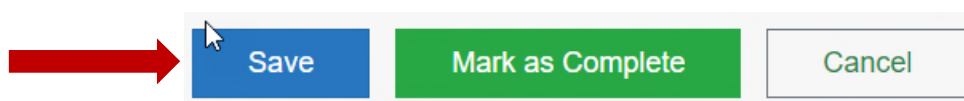
Mark as Complete

Cancel

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Important Note Regarding Continuous Employment: Employees who have ended employment at a POWER eligible program and have begun employment at a different POWER eligible program may be eligible to receive a POWER payment if the employee had a break in service less than 14 calendar days between employers. For these employees, complete the *Continuous Employment Form*, available in **Appendix E** or by contacting supplementalpayments@dec.al.ga.gov. For these individuals, upload a copy of both their last paystub from their previous employer and their first paystub from the current employer.

11. After uploading all required documentation, select “Save” to ensure the system has captured all information.



12. Repeat steps 8 – 11 for each eligible employee.

13. After completing applications for all employees, scroll to the bottom of the page and update the “Number of Staff Applying for POWER Payment” section.

Employee #	Employee Name	GAPDS #	Hire Date	POWER Status	Affidavit	Remove	Doesn't Meet Criteria
EMP-187261	Debbie Director	33333	Feb 06, 2019	Complete			
EMP-71960		86712	Oct 03, 2011	Incomplete			CRC Determination letter not valid
EMP-71962	Carla Cook	97918	Oct 08, 2018	Incomplete			No longer employed/move to another location
EMP-71963	Sally Spring	86646	Oct 02, 2015	Incomplete			Role Change/Role – Ineligible
EMP-71969	Matty Patty	85528	Dec 28, 2020	Incomplete			Work Authorization Expired
EMP-71970	Sally Sue	133991	Mar 05, 2021	Complete			

Application Information

Number of staff applying for Power Payment

Save Cancel Continue to Submit

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14. Select “Continue to Submit” and follow the prompts.

	Employee #	Employee Name	GAPDS #	Hire Date	POWER Status	Affidavit	Remove	Doesn't Meet Criteria
	EMP-187261	Debbie Director	33333	Feb 06,2019	Complete			
	EMP-71960		86712	Oct 03,2011	Incomplete			CRC Determination letter not valid
	EMP-71962	Carla Cook	97918	Oct 08,2018	Incomplete			No longer employed/move to another location
	EMP-71963	Sally Spring	86646	Oct 02,2015	Incomplete			Role Change/Role – Ineligible
	EMP-71969	Matty Patty	85528	Dec 28,2020	Incomplete			Work Authorization Expired
	EMP-71970	Sally Sue	133991	Mar 05,2021	Complete			

1

Application Information

Number of staff applying for Power Payment

2

Save

Cancel

Continue to Submit

4. Application Review Process

1. After all employee applications have been submitted by the provider, DECAL’s POWER team will review the application and make an eligibility determination. Providers and employees should check their email regularly for email updates on the status of the POWER application.
2. Applications that are deemed *Eligible* will be sent to Care Solutions for further processing. See **Section 5** for more information on the review and payment process.
3. Applications that are deemed *Ineligible* will be marked as such in DECAL KOALA and both the provider and employee will receive an email indicating the applicant is not eligible to receive a POWER payment.
4. In some cases, the POWER team may not have enough information to make an eligibility determination. These applications will be returned to the employer with explanation of what information is needed to complete the application. In some cases, the POWER processor may call the provider to gather more information. See below for some examples of why applications may be returned.

Examples of Application Return Reasons

- Documents Not Legible

- Sometimes documents become difficult to read after being scanned. Please double check that all sections of a document are legible before submitting.

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Georgia Department of Early Care and Learning

Questions? Email the Power Support Team at supplementalpayments@dec.al.ga.gov

Providing Our Workforce Essential Recognition Manual

- **Invalid Documents**
 - Names don't match on application, pay stub, affidavit, and supporting documentation.
 - Submitted document cannot be used to determine employment because it is not an accepted document and/or does not provide enough information to make an eligibility determination.
 - Uploaded document is empty or is a document for another individual other than the applicant.
 - Applicant did not use the POWER specific *Verification of Lawful Presence* form.
- **Missing Documents**
 - The uploaded file was empty.
 - Required forms were not uploaded or employer uploaded the same form for all required documents.
- **Missing Signature**
 - Employee did not sign the affidavit.
 - Notary did not sign the affidavit.
- **Not Notarized Properly**
 - Notary did not date affidavit.
 - Notary's stamp expired.
 - Date notary signed document was prior to applicant's signature.
 - Notary impression is too dark/light, incomplete, smudged, or unreadable.
- **Picture ID Not Legible**
 - Identification verification document is blurry or not visible.
 - Name on identification verification is spelled incorrectly or does not match name on affidavit or wage verification.
 - Applicant indicated that they are a non-citizen but did not attach their Permanent Resident or Qualified Alien document.

5. Review and Payment Process

Care Solutions is the payment partner for the Power Payment and can be contacted by phone at 800-227-3410 ext. 613 or email at support@decelpowerpayments.com. Eligible POWER applications are sent to Care Solutions on a nightly basis. After the information is received from Care Solutions, the following steps are followed:

1. Eligible employees will be contacted via email to verify their information, complete a survey, and provide their payment preference: ACH (banking institution) or paper check (mailing address). Once either method has been provided and verified, payments will be made directly to the individual.
2. If the employee identity cannot be verified on the first screen, then the employee must contact Care Solutions. Employees will be asked to send a copy of their Driver's License and Social Security Card before Care Solutions is able to change information in the application. Upon receipt, Care Solutions will verify and enter revised information. Employees can then proceed to enter payment/survey info.

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3. Once the employee has successfully completed the payment preference and survey as well as verified information, Care Solutions will begin processing payment. Payment can take up to 30 days from this point, depending on employee's banking institution processing times and/or mail delivery times.
4. Care Solutions will send a 1099 at the end of the year for employees to use for completing their tax returns.

Appendix A: Secure Key

The POWER application allows the provider to add a Secure Key as an optional feature. This feature allows an additional level of security for employee information. Only DECAL KOALA director and owner IDs will be able to view or update the program's POWER Application if a Secure Key is created. *It is the provider's responsibility to keep the Secure Key private.*

If the provider forgets the POWER Secure Key, contact Supplemental Payments at supplementalpayments@decalfga.gov.

Follow the steps below for creating a Secure Key.

1. Click "Add Secure Key for DECAL KOALA."

The screenshot shows the top of the POWER application interface. At the top, there is a dark grey header bar with the text "A High Quality Child Care Program" on the left and "CCLC-32927" on the right. Below the header, a light blue banner states: "Eligible programs can start the process to apply by entering their staff/employee rosters." Below this banner, a yellow box contains information about the \$1,000 workforce bonus, including eligibility criteria and a link to application instructions. Below the yellow box, a pink box contains a green button labeled "Add Secure Key for Decal Koala". A red arrow points to this button from the right. Below the button, text reads: "If you would like to add an additional level of security to the POWER Employee Applications please select 'Add Secure Key for Decal Koala'".

2. Follow the prompts to add a Secure Key to the account. When creating a POWER Secure Key, provide name, email address, phone number, and a secret word. This information will be used to reset the POWER Secure Key if needed. All of the following information must be entered:
 - **Secure Name:** (30 characters)
 - **Secure Phone Number:** (phone number format)
 - **Secure Email Address:** (valid email address)
 - **Password Reset Secret Word:** (30 characters)
 - **Secure Key:** (15 characters)
 - **Press SAVE**

Note: Please keep in mind the Secure Key cannot be the same as the Password Reset Secret Word. If provider forgets the password or has any issue with the Secure Key, contact Supplemental Payments at supplementalpayments@decalf.ga.gov.

Add Secure Key for DECAL KOALA Screen

Add Secure Key for Decal Koala

If you would like to add an additional level of security to the **POWER Employee Applications** please read the instructions below.

- By selection a secure key for DECAL KOALA you will be responsible for obtaining and keeping your DECAL KOALA Secure key private.
- Only DECAL KOALA user ids (director and owner ids) will be able to view or update your programs POWER Employee Application or STABLE 4ward applications in DECAL KOALA once the DECAL KOALA Employee Secure Key is created.
- If you forget your DECAL KOALA Secure Key please contact Supplemental Payments mailbox at supplementalpayments@decalf.ga.gov.
- When selecting your DECAL KOALA Secure Key please provide a name, email address and phone number along with a secret word. This information will be used to reset your DECAL KOALA Secure Key, if needed.

Secure Name:

Secure email address:

Secure phone number:

Password reset secret word:

Secure Key:

Note: Secure secret word will be used to reset a Decal Koala secure key if it is forgotten

Save

Cancel

Example of Completed Add Secure Key for DECAL KOALA Screen

Add Secure Key for Decal Koala

If you would like to add an additional level of security to the **POWER Employee Applications** please read the instructions below.

- By selection a secure key for DECAL KOALA you will be responsible for obtaining and keeping your DECAL KOALA Secure key private.
- Only DECAL KOALA user ids (director and owner ids) will be able to view or update your programs POWER Employee Application or STABLE 4ward applications in DECAL KOALA once the DECAL KOALA Employee Secure Key is created.
- If you forget your DECAL KOALA Secure Key please contact Supplemental Payments mailbox at supplementalpayments@decalf.ga.gov.
- When selecting your DECAL KOALA Secure Key please provide a name, email address and phone number along with a secret word. This information will be used to reset your DECAL KOALA Secure Key, if needed.

Secure Name:


Secure email address:

Secure phone number:

Password reset secret word:

Secure Key:

Note: Secure secret word will be used to reset a Decal Koala secure key if it is forgotten



Save

Cancel

- Provider will be required to enter the Secure Key to have access to the POWER application. Providers should not share the Secure Key with anyone who should not have access to the information in the POWER application. Providers will also have the option to reset or delete the Secure Key.

[Home](#)
[Facility Update](#)
[License Fee](#)
[Enforcement Actions](#)
[Manage POI Notices](#)
[License Certificate](#)
[Background Check](#)
[Required Reporting](#)
[Apply for Exemption](#)
[Emails](#)

Secure Key

Secure Key:

[Reset Secure Key](#)
[Delete Secure Key](#)

Continue

Cancel

How to Reset Secure Key

Select “Reset Secure Key.” Enter the Password Reset Secret Word and then create a new Secure Key. Select “Continue” to save the new Secure Key.

Reset Secure Key

Password reset secret word:

New Secure Key:

Continue

Cancel

Example of Completed “Reset Secure Key” Screen

Reset Secure Key

Password reset secret word:

Teddy Bear

New Secure Key:

Continue

Cancel

Note: Please keep in mind the Secure Key cannot be the same as the Password Reset Secret Word. If the provider forgets the password or has any issue with the Secure Key, contact Supplemental Payments at supplementalpayments@dec.al.ga.gov.

How to Delete Secure Key

Select “Delete Secure Key.”

DECAL **KOALA**
Kids Online Administrative Licensing Application

CCLC-32927 | Amanda Brown

Facility Update License Fee Enforcement Actions Manage POI Notices License Certificate Background Check Required Reporting Apply for Exemption Emails

Secure Key

Secure Key:

[Reset Secure Key](#)
[Delete Secure Key](#)

Continue Cancel

Enter the Secure Key to gain access. Select “Continue” to delete the Secure Key.

Delete Secure Key

Secure Key:

Continue Cancel

If provider enters an incorrect Secure Key, the message below appears. Re-enter the correct Secure Key. If provider does not remember the Secure Key, contact Supplemental Payments at supplementalpayments@dec.al.ga.gov or 470-717-2012 for assistance.

The Secure Key you entered is not valid.

Delete Secure Key

Secure Key:

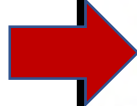
Continue Cancel

Note: Please keep in mind the Secure Key cannot be the same as the Password Reset Secret Word. If the provider forgets the password or has any issue with the Secure Key, contact Supplemental Payments at supplementalpayments@dec.al.ga.gov.

Appendix B: Verification of Lawful Presence

Employees should follow the steps below to complete the *Verification of Lawful Presence* form.

1. Select the type of program in which the employee works.



By executing this Affidavit under oath, the undersigned hereby swears or affirms that he or she is an individual working onsite for at least 20 hours per week, began employment on or before 04/05/2021, has maintained continuous employment since that time, and serving children on the date of this application or is experiencing temporary closure due to COVID-19 or a facility issue (i.e. water damage) AND is (check all that apply):

- ☐ a Georgia Child Care Learning Center licensed by the Department of Early Care and Learning (DECAL) or Department of Defense;
- ☐ a Georgia Family Child Care Learning Home licensed by DECAL;
- ☐ an Exempt Georgia Head Start or Early Head Start Program;
- ☐ a public or private Georgia Pre-K provider;

I further swear or affirm that I am not corporate or district level staff working in a central office, nor am I working as a volunteer, substitute, intern or in a practicum in the program listed above.

2. Complete Part A or Part B. Only U.S. citizens who have applied for a previous DECAL grant or benefit should complete Part A. All others should complete Part B.
3. Print and sign.
4. List correct city and state.
5. Provide current contact information.
6. All affidavits must be signed and notarized by a notary public. Commissions that are expired will not be accepted unless the notary commission expired after the date notarized.
7. Ensure the notary stamp and seal is clear and visible.
8. Upload a secure and verifiable document to accompany the *Verification of Lawful Presence* form. Some examples are provided below.

Examples of Secure and Verifiable Documents

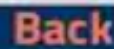
U.S. Citizens ONLY

Provide copies of both front and back of documents. All documents should be current; no expired documents will be accepted.

- U.S. Passport
- U.S. Military ID
- Driver's License
- ID Card
- Birth Certificate

Provide copies of both front and back of documents. All documents should be current; if document is expired, applicant must submit a copy of the USCIS letter or letter from Homeland Security showing applicant applied for renewal.

-



Appendix C: Employment Verification for Minors

POWER Payments Employment Verification for Minors

This form must be completed in its entirety and submitted in the POWER Application as *Required Document 1: Verification of lawful presence and employment verification form.*

The employee listed below is under 18 years of age and will not have a notarized affidavit. The employee will submit a notarized affidavit to supplementalpayments@dec.al.ga.gov within 30 days of the employee's eighteenth birthday. The employee is providing at least one secure and verifiable document.

Employee Name (printed): _____

Employee Date of Birth: _____

Employee Signature: _____

Date: _____

Employer Name (printed): _____ Provider Number: _____

Employer Signature: _____

Date: _____

The following secure and verifiable document is being provided for the employee listed above. The secure and verifiable document will be uploaded into the POWER Application as *Required Document 2: supporting documentation for affidavit verification (secure and verifiable document)*.

Name of document: _____

DECAL Processor, submit this individual applicant for Manager Review.

Appendix D: Employment Verification

Employment verification is an important part of the process for determining POWER eligibility. There are several acceptable documents that providers can submit for processing:

- Paystub (Preferred)
- W2
- 1099
- Schedule C or Schedule K (Facility Owners Only)
- Wage Verification Form for Family Providers (See **Appendix F**)
- CAPS Documentation (Family Providers Only)

Paystub (Preferred)

- If this method of employment verification is chosen, providers are required to submit one most recent paystub. Eligibility is determined based upon hours listed on the paystub. POWER processors will calculate the hours in the pay period shown in order to determine the required 20 hours per week. If the paystub does not provide the hours worked during the pay period, the POWER team will calculate hours worked based on the year to date pay and the reported hourly rate.
- The paystub must be dated during the required timeframe for the application period. For example, if the application opens in January 2022, the paystub must be dated December 2021.

W2 and 1099 Tax Documents

- If this method of employment verification is chosen, providers are required to submit their 2020 or 2021 W2 or 1099. Appropriate calculations will be administered to ensure number of hours worked.

Wage Verification Form for Family Providers (Family Providers Only)

- If this method of employment verification is chosen, family providers are required to complete the *Wage Verification Form*.
- The form must be accompanied by copies of three most recent receipts or checks.
- The *Wage Verification Form* can be found in **Appendix F** or obtained by emailing supplementalpayments@dec.al.ga.gov.

Schedule C or K (Facility Owners Only)

- This method of employment verification is for facility owners ONLY. Please upload the 2020 or 2021 Schedule C filed for the facility. This method cannot be utilized by teachers, facility staff members, or directors who are not also owners.
- If an extension was filed, upload the IRS tax extension document in addition to the 2020 or 2021 Schedule C. Both documents must be submitted together.

CAPS Documents (Family Providers Only)


In the event a family provider does not have any of the employment documents described above, the provider may submit CAPS documents as proof of employment. This option should be selected only in the event no other employment documentation is available. All CAPS documents must be accompanied

by a signed and dated letter from the provider, preferably on facility letterhead, detailing the following information:

- Statement the family provider receives payment from CAPS
- Number of children receiving CAPS
- Average payment amount received from CAPS
- Business operating hours

Accepted CAPS documents:

- Attendance History Detail
- Maximus Child Care Invoice
- Self-Employment Report



Self-employment Report

Instructions: Complete this form for the most recent month of self-employment and submit as verification of self-employment income and hours.


- **Begin and End Date:** enter the first and last date worked for this customer in the month
- **Customer Name:** enter job or customer information
- **Hours worked:** enter number of hours worked for this customer between these dates
- **Gross Income:** enter total income received for this customer, including tips
- **Business expenses:** enter total business expenses associated with this customer during this month. Refer to [CAPS Income Calculations Policy \(CAPS/00/8\)](#) for disallowed expenses for self-employment.

Parent Name:

Report Month:

Begin Date	End Date	Customer Name	Hours Worked	Gross Income	Business Expenses

- Employment Verification Form



Employment Verification

TO BE COMPLETED BY PARENT

PARENT NAME (PRINT): CASE ID#:

COMPANY/EMPLOYER NAME:

SUPERVISOR NAME:

SUPERVISOR PHONE NUMBER: SUPERVISOR E-MAIL:

The named individual above is an applicant/recipient of child care assistance. Regulations require us to verify income for all applicants/recipients. Your company was listed by this person as a current place of employment for a period of less than six weeks. In order to complete program eligibility, it is necessary that we contact you to verify this person's employment details and address.

Medical Leave, FMLA, or Maternity Leave

In the event an employee has taken medical leave, FMLA, or maternity leave, the provider should contact the POWER team prior to submitting an application for guidance on whether or not the individual is eligible to apply and to determine what documents the employer is required to submit.

Appendix E: Continuous Employment Form

POWER Payments Continuous Employment Form

This form must be completed in its entirety and uploaded in the POWER Application along with the required paystubs. Required paystubs include the last paystub received from the previous employer AND the first paystub received from the current employer. Both paystubs should be scanned together with this completed document and uploaded as required in the application section *Document 3: Supporting documentation for employment*.

Employee Name: _____

Employee GaPDS Number: _____ **Employee Email Address:** _____

Provider Name: _____ **Provider Number:** _____

Administrator Name (person completing POWER application): _____

By completing this form, I affirm the following to be true and correct:

_____ The employee named above started employment at the listed program after 12/1/2021.

First date of employment at current program: _____

_____ Prior to 12/1/2021, the employee named above was employed by another POWER eligible child care program and maintained continuous employment with the program.

_____ The employee named above works at least 20 hours per week at the current program.

_____ The employee named above worked at least 20 hours per week at the previous program.

Name of Previous Program: _____ **Provider # of Previous Program:** _____

Last Date of Employment with Previous Program: _____

Signature of Current Administrator: _____

Printed Name: _____ **Date:** _____

Signature of Employee: _____

Printed Name: _____ **Date:** _____

DECAL Processor, submit this individual applicant for Manager Review.

Appendix F: Wage Verification Form

POWER Payments Family Provider Wage Verification Form

Facility Name: _____ Provider Number (FR): _____

Owner Name: _____ Owner's Contact Number: _____

How are you paid? (EX: cash, check, cash app, etc.) _____

Number of children served: _____ Hours of operation: _____

Please complete the following for 3 consecutive pay periods.

Pay Period Start Date	Pay Period End Date	Date Pay Received	# Of Hours Worked	Tuition Rate	Gross Earnings	Year to Date Earnings

If you have employees, please complete the information below for each employee. Use additional forms if necessary.

Employee Name: _____

Employee Hire Date: _____ Method of Payment: _____

Pay Frequency (EX: weekly, monthly): _____ Salaried Employee: Y / N

Hourly Rate: _____ Hours Worked per Pay Period: _____

Position (Role): _____

Please provide the information for 3 consecutive pay periods.

Pay Period Start Date	Pay Period End Date	Date Pay Received	# Of Hours Worked	Gross Earnings	Year to Date Earnings